Forms Management Analysts

Secretary of the Air Force

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FORMFLOW

PROCESSING OF ELECTRONIC FORMS

We, in AAD, are beginning a new era in processing electronic forms. Contractors are building a new repository and with this new repository comes new practices to be adapted for use by each Forms Management Analyst.

Shortly, there will be one repository for all of AAD products. When a form is completed and ready for release, each analyst will drop an unlocked copy and an object locked copy of the form in the repository area.

- When a form is saved as one electronic file, the file name will comply with the new numbering convention followed by ".frp" for unlocked and ".frl" for object locked form's identification.
- If the form has two or more component parts associated with the form, a package will be created for the purpose of moving them conveniently from one location to another. In addition to the form itself, a package may contain additional parts/pages, graphics, data records, spreadsheets, and other related files. Packaged file name will comply with the new numbering convention followed by ".fpo" for unlocked and ".fpk" for object locked forms. An example is:

	Unlocked	*Locked*
Single File	xxxxxxxx.frp	xxxxxxxx.frl
Multi- File (Package)	xxxxxxxx.fpo	xxxxxxxx.fpk

The standard naming convention consists of a two letter designator (Alpha), four letter control number (Numeric), one letter extension (Alpha/Numeric), and one letter part identifier (Alpha/Numeric). Exceptions to the naming convention will be resolved by Mr. Locke, on a case by case basis. An example is:

Designator 1	*Designator 2*	*Control No*	*Control No*	*Control No*	*Control No*	*No Extension*	*Page/ Part No*
A	F	0	0	0	9	0	0
A	F	1	0	0	0	1	0
A	F	1	0	0	1	0	1
A	F	1	0	0	1	0	2
A	F	1	0	1	4	A	0
N	A	1	3	4	5	7	0

Also, each form will have a data path created during the designing process, when FormFlow Designer: *C:\FORMDATA\NAME OF FILE.DBF*.   This simplifies the process for the user. Data filled in on a form then is always available and can be easily recalled.
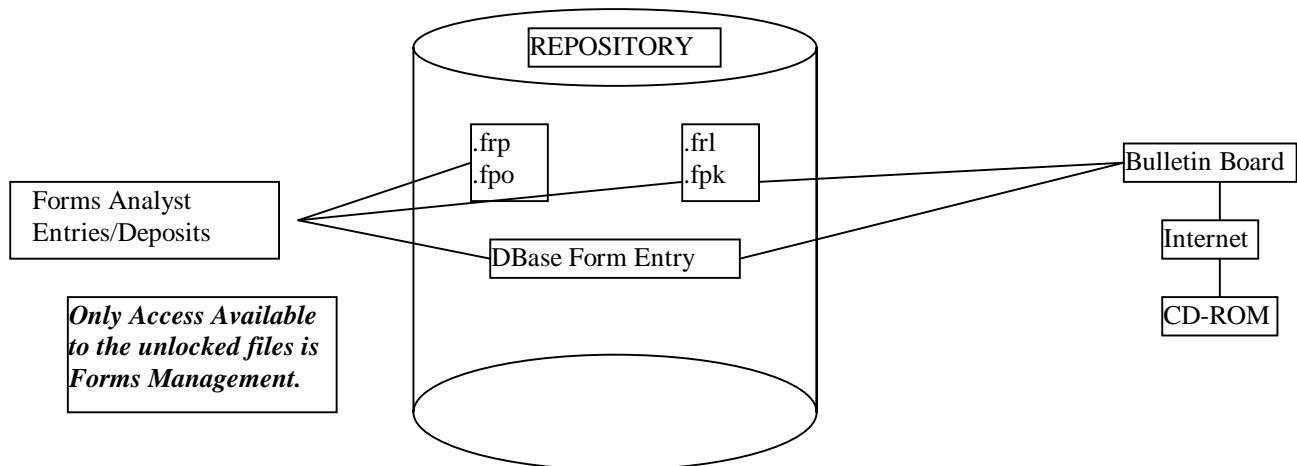

In this training today, while having fun (because Jim will make it fun!), you will be learning new skills that will make you more valuable.

Let the fun begin!

Repository Structure

Repository is the archival area of the file directory where all products will be retained as permanent records. Object locked editions of the forms will be automatically distributed via AFEPL, AFPDL, and Internet. Forms files will be dropped in the repository, DBase form will be completed, and then forms will be immediately distribution to the Bulletin Board and the Internet.

(W:)

REPOSITORY

.frp
.fpo

.frl
.fpk

Bulletin Board

Forms Analyst
Entries/Deposits

DBase Form Entry

Internet

Only Access Available to the unlocked files is Forms Management.

CD-ROM

Forms Management personnel will have sole access to the unlocked copies of the forms. This will allow designers to revise forms efficiently without losing additional man-hours when minimal changes are needed to an existing form. At the same time securing unlocked copies, so working files are not inadvertently destroyed by other Publishing personnel.
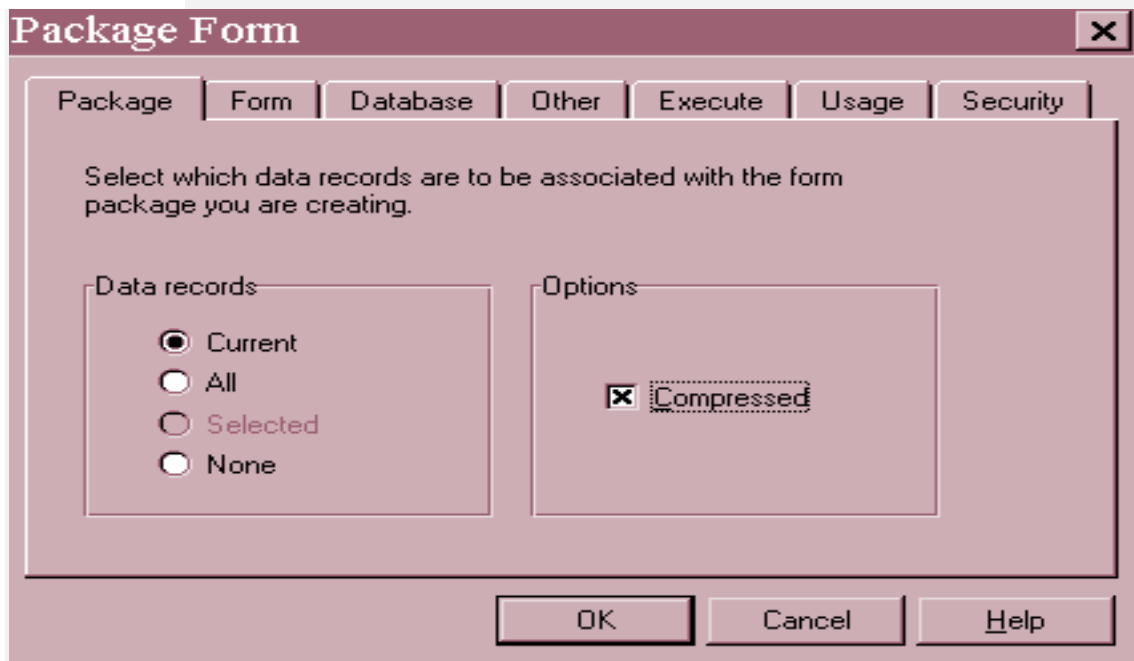
Packaging Forms

You will use the FormFlow Filler package in order to package forms. You will package a form, its associated files, and other selected files in a single file known as a form package. By condensing all of a form's related files into a single file, the task of moving the form from one location to another—either by electronic mail, via floppy disk, CD, or internet; or using the DOS or Windows File Manager commands—is made easier. You need only move a single file. Creating a form package is useful when you want to make a backup copy of a form and its related files, or if you need to move a form to another computer that is not connected to a network, and so must transfer files on a floppy disk.

➤ To create a form package

1. Open the form you want to package in FormFlow Filler. **Note: As you are only concerned about the form files themselves...don't worry about records or data.**

2. On the Tools menu, click Package Form. The Package Form dialog appears.

Package Form   ✕

| Package | Form | Database | Other | Execute | Usage | Security |

Select which data records are to be associated with the form package you are creating.

┌Data records──────────┐   ┌Options──────────────┐
│ ◉ Current   │   │   │
│ ○ All   │   │   ☒ Compressed   │
│ ○ Selected   │   │   │
│ ○ None   │   │   │
└──────────────────────┘   └──────────────────────┘

[OK]   [Cancel]   [Help]

3. Specify what attributes you want to include in the package and enable the user to unpack the file. Click each tab on the dialog and specify package options.

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NOTE: Darken "Graphics on form" under "Include" column, if applicable only.

Package Form

| Package | Form | Database | Other | Execute | Usage | Security |

	Reference	Include
Form:	○	●
Graphics on form:	○	●
External help files:	●	○
Graphics named in lookup lists:	●	○
Form application:	●	○
Macro Libraries:	●	○

[OK] [Cancel] [Help]

Package Form

| Package | Form | Database | Other | Execute | Usage | Security |

	Reference	Include entire	Include matched
Primary database:	○	○	●
Linked databases:	●	○	○
Other databases:	●	○	
Serial number databases:	●	○	

[OK] [Cancel] [Help]

Package Form

| Package | Form | Database | Other | Execute | Usage | Security |

Select file:

C:\FORMFLOW\TEST.FRP

[Browse...]

[Add]

Files in form package:

[Modify]

[Remove]

[Clear list]

[OK] [Cancel] [Help]

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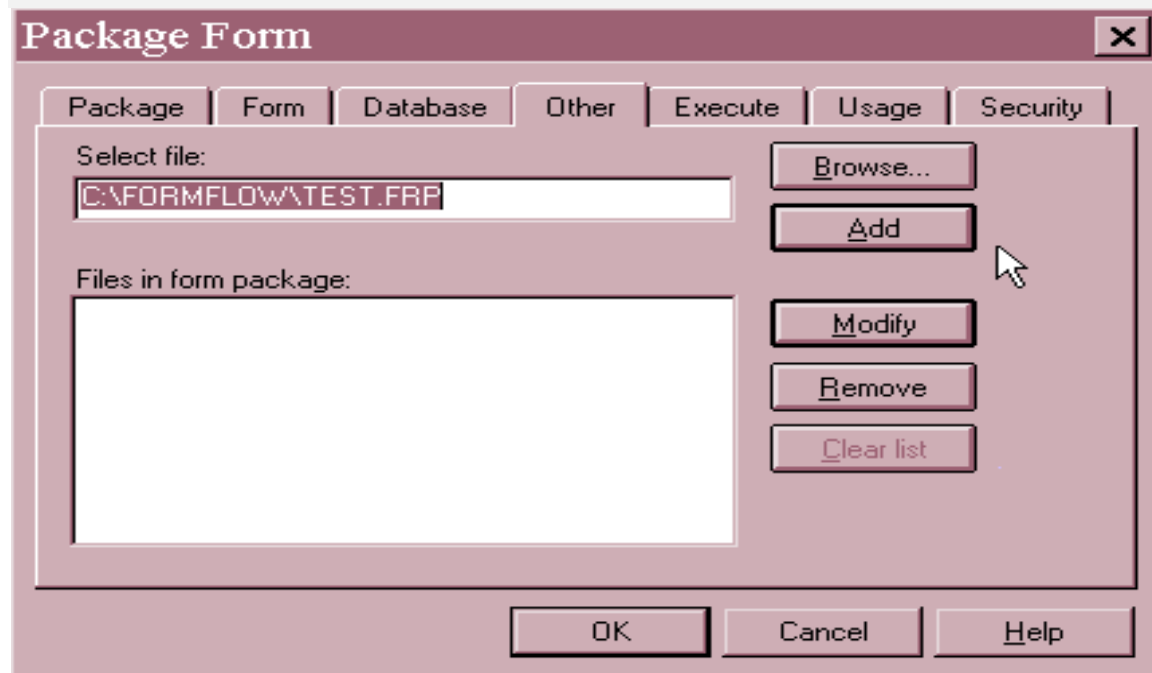
NOTE: As you ADD the document to the package title of the form is moved to the "Files in form package" block.

Package Form

| Package | Form | Database | Other | Execute | Usage | Security |

Select file:

[Browse...]

[Add]

Files in form package:

C:\FORMFLOW\TEST.FRP

[Modify]

[Remove]

[Clear list]

[OK] [Cancel] [Help]

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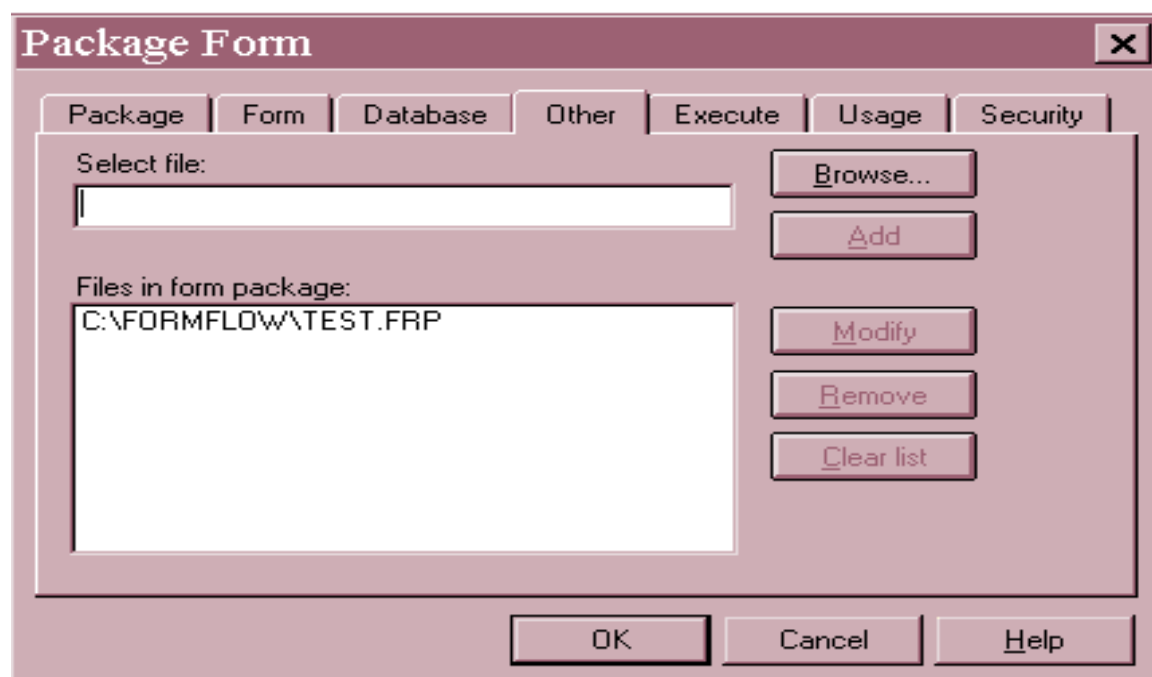
NOTE: To allow user of the form(s) to open the package check "Open Packaged form".
Otherwise the user will be limited in capability.

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Package Form   ☒

| Package | Form | Database | Other | Execute | Usage | Security |

Select what occurs when a potential recipient opens the Form
Package.

☒ Open packaged form

☐ Run form application

    Form application filename:

    [   ]   Browse...

         [OK]   [Cancel]   [Help]

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NOTE: So user can unpack check "Allow unpack".

Package Form   ☒

| Package | Form | Database | Other | Execute | Usage | Security |

Select what occurs when a potential recipient receives the Form
Package.

┌─Package modification────────────
   ☒ Allow editing
   ☒ Allow add/delete records
   ☒ Allow database selection

┌─Due────────────
Date (MM/DD/YY):
[   ]

┌─Unpacking─────────────
   ☐ Unpack on load
   ☒ Allow unpack

Time (HH:MM:SS AM/PM):
[   ]

         [OK]   [Cancel]   [Help]

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NOTE: At present, forms management analysts do not use the security screen. Electronic signatures have not been approved by JAG for adaptation to government documents (as of 9 Jan 98). Nor does government process security documents by open electronic media.

4. Click OK. The Save Form Package As dialog appears.

5. Specify the drive and directory where you want to save the file. (When a form is ready for release, place the form in the Repository drive and directory.)

6. In the File name field, type the name you want to use for the package, then click OK. (Use the new naming convention.)
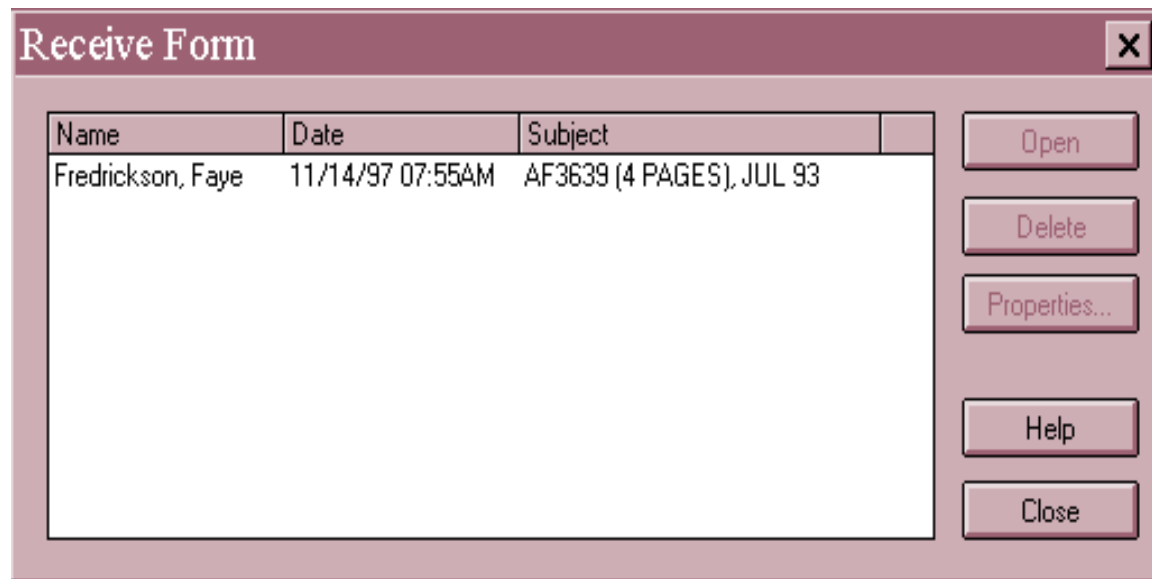
Receiving Forms

You may send and package forms, unpack, update and return form packages you receive, and route forms in an everyday work process. You may view and process forms sent to you via email by another FormFlow Filler user. Forms arrive in a form package, attached to an email message or forms may be downloaded from the internet to a local drive. Open FormFlow Filler program. When you open the form package, the form appears in your FormFlow screen. Once you have opened the form package and filled it in, you may forward it to the next recipient, return it to the originator, or save the contents of the form package to your hard disk. (See FormFlow Filler User Guide.)

The options available to you are controlled by the person sending the form.

➤ To receive a form email

1. On the FormFlow Filler program File menu, click Receive Form.

2. If you are not logged into your mail system, the mail system login dialog appears. Type your user name and password, then click OK. The Receive Form dialog appears.

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Receive Form ☒

Name	Date	Subject	
Fredrickson, Faye	11/14/97 07:55AM	AF3639 (4 PAGES), JUL 93	

Open
Delete
Properties...
Help
Close

3. To open a form package, do either of the following:

■ Click the form to highlight it, then click the Open button.
■ Double click the form. The form package opens in your workspace.

Notes:
■ You may also open a form package from your mail system by double clicking the attachment in the mail message.
■ Only those packages in your mail system inbox are displayed in the Receive Form dialog. If you move a form package to a folder or archive in your mail system, you cannot view the package in the Receive Form dialog.

When receiving a form package via internet, you must first download it to your local drive before you open the package. Review the contents of the package. If the package consists of 2 or more electronic form design documents (.frl) to make up a complete form, to the package must be unpacked for you to fill-in each page. If the package consists of one electronic form design (.frl) document, an electronic graphics document, or a word processing (spreadsheet, database) document; you do <u>not</u> have to unpack the form to use it.

➤ **To receive a form via internet**

1. On the FormFlow Filler program File menu, click **OPEN**.
2. To open a form, do either of the following:

   ■ Click the form to highlight it, then click the OK button.
   ■ Double click the form. The form package opens in your screen.

Displaying the Contents of Packages

A form package normally consists of at least a form and the data associated with it. When you receive a form package, it may contain other files you require. For example, a form package might contain a text document, additional databases, a spreadsheet, and so on. You can display the contents of a package you have opened if:

■ the form has been designed to allow you to unpack it (As form designer you must authorize the unpack when you package the form.)

■ you have not already unpacked the form—that is, the form package still exists as a single .FPK file.

➤ **To display the contents of a package**

1. Open the package in your FormFlow Filler workspace.

2. On the File menu, click **SHOW PACKAGE**. The Show Package dialog appears.

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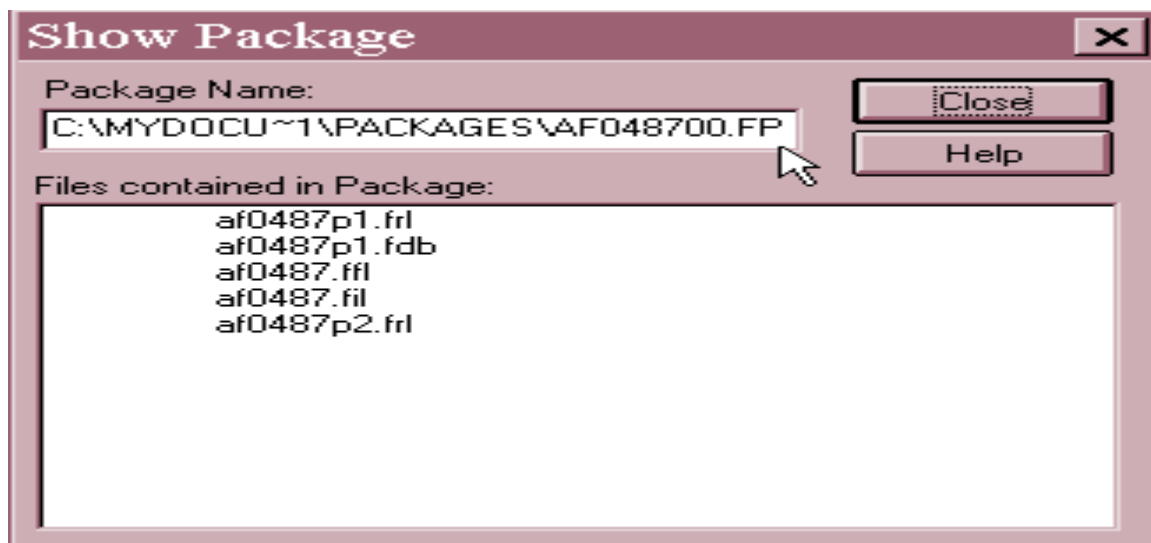
FormFlow displays the list of files associated with the package. Files included in the package are shown by only their file names. Referenced files (files used by the form but not included in the package) are indicated with an arrow, together with the full path to the file.

With this information you may decide whether you need to unpack the form package or not. This is the user's decision based on their need.

Note: If the Show Package command does not appear on your File menu, the designer of the form has not given you permission to unpack the package.
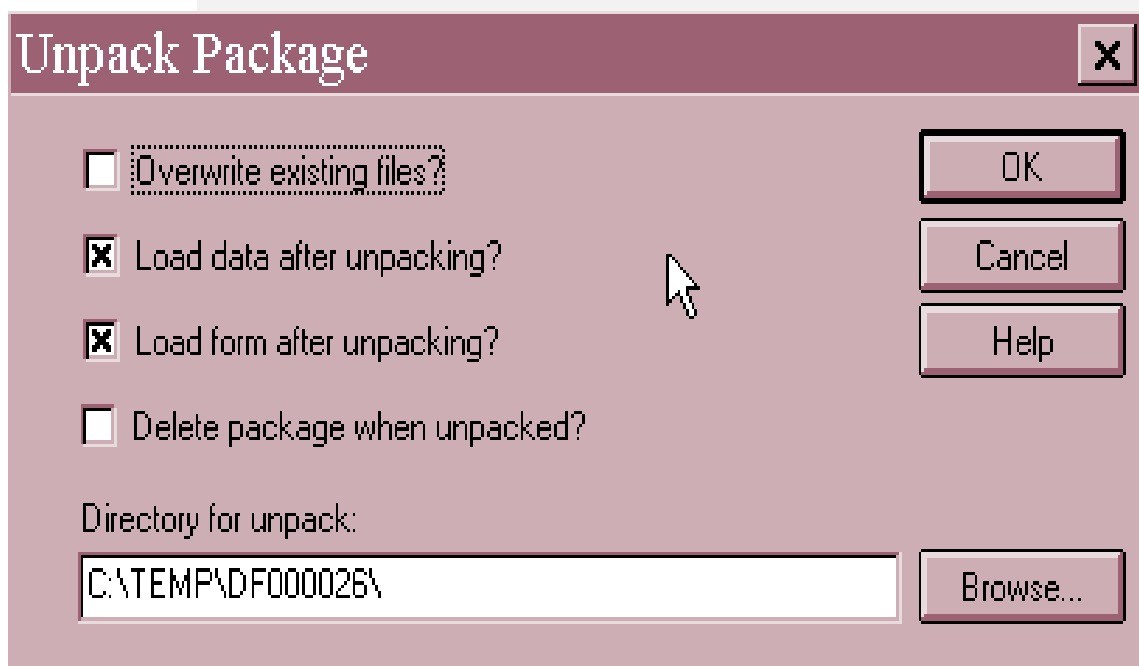
Unpacking Packages

To extract the files in a form package, the user must first unpack, or disassemble the single .FPK into its original components. The user can then save the files to their hard drive and edit individual files as required.

As the form designer, you must give the user the <u>ability to unpack</u> a form package.

➤ **To unpack a package**

1. Open the package in FormFlow Filler program on your screen.

2. On the File menu, click **Unpack Package**. The Unpack Package dialog appears.

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Unpack Package   ✕

☐ Overwrite existing files?   OK

☒ Load data after unpacking?   Cancel

☒ Load form after unpacking?   Help

☐ Delete package when unpacked?

Directory for unpack:

C:\TEMP\DF000026\   Browse...

3. Specify the drive and directory where you want to save the unpacked files.

4. Specify other options, as required.

5. Click OK to unpack the package.

Note: If the Unpack Package command does not appear on your File menu, the form designer has not given you permission to unpack the package, or you are using a custom form or form application.

Updating Packages

When you edit a form package you have received, FormFlow actually maintains two separate versions of the package: the original, attached to the mail message you received, and the edited version. When you send the edited version, the recipient's version and the version you received are no longer the same.

To maintain only one version of a received form package, use the Update Package command to replace the package you received with your edited version, before you send it to the next recipient.

➤**To update a package**

1. Open the package in FormFlow Filler program on your screen.

2. Edit the package as required.

3. On the File menu, click **Update Package.**

4. Close the form, or send the package to the next recipient, as appropriate.

FormFlow replaces the package you originally received with the updated version. If you reopen the package, it contains the changes you made.

YOU CAN ALSO FORWARD OR RETURN PACKAGE, AS APPLICABLE. INSTRUCTIONS FOR USING THESE APPLICATIONS ARE IN THE FORMFLOW FILLER GUIDE.

DEFAULT DATA PATH

ESTABLISHING STANDARD DEFAULT PATH FOR DATA RECORDS RETENTION.

To eliminate the lost data problem, all departmental forms released by Air Force will have a standard default data path created as a part of the form design. This establishes a standard location where all data files are kept. The standard default data path is: **C:\FORMDATA**

Each field activity establishes (or has the local system administrator establish) this path on their local system or LANS. When forms are filled-in and data saved, data will go directly to this location on all systems. This is helpful to the end user when creating or using data files, or retrieve data from prior records.

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CREATING DEFAULT DATA PATH

To create a default datafile you will get the following dialog:

1. In the Designer Program, on the **Format** menu, click **Databases.**

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Text Properties...	Ctrl+F
Object Properties...	F7
Field Properties...	F4
Page Properties...	
Tab Stops...	
Tabbing Order...	F6
Databases...	
Database Relations...	
Options	▶

2. Under **Description,** type the form short title. (**Make sure dBase is the selected type.)**

3. Under **DataBase File,** type **C:\FormData\(Form Short Title)**, and click on **Add** button. Then click **OK.**

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Databases ✕

Database

Description: AF XXXX   OK

Note: The C:\FORMDATA above designates the (C:) drive and directory as well as the file name/format. This saves the data in different location than the form. Each field is given a name and attributes that in Filler will be used to create a data file for data storage. In Filler the user can choose the type of database to be used. This practice does not alter the user's choice capabilities.

User Action

The first time a form is opened, after it is revised by adding or deleting field, a prompt screen will appear:

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1. When the prompt asks **Database not found create it?** Click **Yes.**

2. If a form has changed an error message will appear. And the default datafile must be recreated for use with the new form. To create a new datafile go to Date - Default or Save As and choose Create. First message will ask do you want to Overwrite or Combine...

3. Then a second prompt will ask - **Do you wish to retain records created prior?** Click **Yes on both prompts.**

This will bring all data files forward into the revised form. All data can be retrieved from the standard location (**C:\FORMDATA**) and used when needed.

This new practices outlined here will make your job and the end user's jobs much simplier. The establishment of a standard naming convention and one repository, will strengthen communications between the computer technicians and forms analyst. By using packaging as a means of releasing forms, we create the solution for distributing files related to a form at the same time. Therefore, when we establish a standard path for retaining fill-in data, we resolve the problem of end user lost data.

Let's Share this Knowledge

and

Make Everyone's Job much Easier!!